

FINALIZING YOUR CASE AFTER TRIAL

Now that your trial is complete, you must take action to finalize your case. **Your case is not complete until final documents have been entered with the court.** We have attached information about the court rule (LCR 52) that explains the process on how to have your final documents entered. Please review the information carefully. Failure to comply with LCR 52 may result in the imposition of sanctions by the court, including monetary sanctions and attorney's fees.

The following is a checklist of court forms that you will need according to your case type. These forms are the proposed final documents referenced in LCR 52:

Dissolution (Divorce)*:

- Findings of Fact and Conclusions of Law (FL Divorce 231)
- Final Divorce Order (FL Divorce 241)

Separation*:

- Findings of Fact and Conclusions of Law (FL Divorce 231)
- Final Divorce Order (FL Divorce 241)

***If children are involved for either Dissolution or Separation, please also add:**

- Parenting Plan (All Family 140)
- Residential Time Summary Report (FL Divorce 243)
- Child Support Worksheets (WSCSS)*
- Child Support Order (All Family 130)*

Establishment of a Parenting Plan:

- Final Order and Findings for a Parenting Plan, Residential Schedule and/or Child Support (FL Parentage 333)
- Parenting Plan (All Family 140)
- Child Support Worksheets (WSCSS)*
- Child Support Order (All Family 130)*

Modification of Parenting Plan:

- Final order and Findings on Petition to Change a Parenting Plan, Residential Schedule Or Custody Order (FL Modify 610)
- Parenting Plan (All Family 140)
- Child Support Worksheets (WSCSS)*
- Child Support Order (All Family 130)*

***These orders are unnecessary if you have child support already set administratively with Division of Child Support.**

The forms can be purchased from the Superior Court Clerk's office or printed from the Washington State Courts website at www.courts.wa.gov/forms

If you are uncertain on how to prepare the final documents, you should consult with an attorney or schedule an appointment with the Court Facilitator at the Clerk's Office.

**SUPERIOR COURT OF THE STATE OF WASHINGTON
FOR BENTON AND FRANKLIN COUNTIES**

7122 W. Okanogan Place, Building A, Kennewick, WA 99336

Please review the following information to be in compliance with LCR 52:

Within fifteen (15) days of the judge giving his or her decision, the prevailing party* should submit proposed final documents to the opposing (non-prevailing) party and then follow A or B below:

- A. **If the non-prevailing party does not agree to the proposed final documents, they have fifteen (15) days after they have received them to object** by delivering two (2) copies of the objections, in writing, and their proposed changes, to the prevailing party.

Once the prevailing party receives the objections, the prevailing party shall mail their proposed final documents along with a copy of the objections and proposed changes from the other party, to the trial judge at Superior Court Administration, 7122 W. Okanogan Place, Bldg. A, Kennewick, WA 99336.

If objections are made, the court may schedule a hearing, sign or modify the proposed documents.

- B. If no objections are made within the fifteen (15) day period, the prevailing party may send the proposed final documents, along with proof that the proposed final documents were delivered to the opposing (non-prevailing) party, to the trial judge at Superior Court Administration, 7122 W. Okanogan Place, Bldg. A, Kennewick, WA 99336.

The trial judge may sign the proposed final documents and forward them to the clerk for filing, or the trial judge may return the final documents, if missing information, to all the parties, noting the requested changes and additions.

If the prevailing party does not submit final documents within the fifteen (15) days of trial, the opposing (non-prevailing) party may do so and should schedule their case for Entry of Final Documents. The prevailing party should be notified of the hearing and should be given at least seven (7) days notice. Proof of such notice should be brought to the hearing, along with the prepared final documents.

IF YOU DO NOT FOLLOW THE COURT RULE, YOU MAY BE SANCTIONED BY THE COURT.

***Unless otherwise directed by the trial judge, the petitioner or the moving party will be the prevailing party.**